



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
RSA UNION BUILDING  
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MONTGOMERY, ALABAMA 36130-1410  
[www.mh.alabama.gov](http://www.mh.alabama.gov)



JIM REDDOCH, J.D.,  
COMMISSIONER

January 27, 2015

**Request for Proposal (RFP)**

Dear Vendor:

The Alabama Department of Mental Health (DMH) is soliciting proposals to provide **Prevention Consultant** Services. Proposals will be accepted until **Friday, February 27, 2015 at 4:00 pm**.

The submission of a proposal does not guarantee the award of a contract. Any contract resulting from the proposal is not effective until it has received all required governmental approvals and signatures. In addition, the selected vendor shall not begin performing work under this contract until notified to do so by the departmental contracting agent.

When submitting a proposal, please read the entire request for proposal document and return your proposal in the requested format. All proposals should be submitted in ink or typed and contain an original signature. Submissions should be delivered to:

Alabama Department of Mental Health  
**Attn:** Office of Contracts & Purchasing  
100 North Union Street, Suite 570  
Montgomery, AL 36104

**Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are not accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely. Postmarks of the date mailed are insufficient; the proposal must actually be received at the above listed office by the date/time specified.**

Sincerely,

Joey Kreauter, Director  
Office of Contracts & Purchasing

**Organization:** Alabama Department of Mental Health

**RFP Closing Date:** **Friday, February 27, 2015 by 4:00 pm**  
**Emailed or faxed responses are not accepted.**

**RFP Contact Info:** Cedric Harrison  
AL Dept. of Mental Health  
Office of Contracts & Purchasing  
RSA Union Building  
100 North Union Street, Suite 570  
Montgomery, AL 36104  
Telephone Number (334) 353-7440  
Fax Number (334) 353-7090  
Email: [cedric.harrison@mh.alabama.gov](mailto:cedric.harrison@mh.alabama.gov)

### MAILING NOTE

Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are not accepted. All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely. Postmarks of the date mailed are insufficient; the proposal must actually be received at the above listed office by the date/time specified.

### ADDITIONAL INFORMATION

1. Who **may** respond to this RFP? Individuals
2. Who **may not** respond to this RFP? DMH Certified and/or Contracted Prevention Providers, Employees of DMH, and current state employees.
3. In order to do business in the State of Alabama all businesses domestic and foreign must be registered with the Alabama Secretary of State Office.
4. All vendors must enroll in the E-Verify System with Homeland Security.  
\*Domestic means within the State of Alabama. \*\*Foreign means out-of-state.

The Alabama Department of Mental Health (DMH), Division of Mental Health and Substance Abuse Services (DMHSAS), Office of Prevention is seeking proposals from qualified individuals to provide **Prevention Consultant Services** to support the Substance Abuse Prevention Systems in the State of Alabama.

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There are two contract positions currently available statewide. Up to \$65,000 for each contract position has been made available to fund consultant services. Any and all contracts resulting from this RFP shall commence on October 1, 2015 and shall be annual, expiring with the end of the state fiscal year, September 30. All contracts shall be subject to availability of funds and continuation of this project. Should the funding or service requirements relative to this project be altered, contracts will be amended, accordingly.

### **Required qualifications**

1. Extensive knowledge of Substance Abuse Prevention theory and practice.
2. Advanced Human Services Degree and/or certification as a Certified Prevention Specialist (CPS).
3. At least five years combined experience in a human services field in relation to client services and educational services.
4. Experience in maintaining documentation for program goals and objectives.
5. Experience with facilitating training and technical assistance within the human services field.
6. Current possession of a valid driver's license and reliable transportation.
7. Ability to synthesize knowledge on various Prevention topics and transfer training and technical assistance where needed.
8. Have an understanding of the intent and purpose of the Strategic Prevention Framework and the Substance Abuse Prevention theory and practice.
9. Demonstrate the capacity to facilitate a statewide infrastructure training and technical support component to contractors, community stakeholders and the private sector to gain core skills and know ledge of prevention practice.

### **Scope of Work**

1. Perform a variety of administrative tasks dealing with target outcomes and required prevention reports to the Office of Prevention.
2. Service as a liaison between the Director of Prevention and the various community partners performing prevention services.
3. Ensures coordination of technical assistance activities and training that support the Strategic Prevention Framework.
4. Provide administrative leadership to all state and community partners to create sustained capacity and infrastructure for the efficacy of Prevention services and practice.

5. Maintain effective public relations with public entities and private state partners that promote the interpretation of the Strategic Prevention Framework and capacity building.
6. Assist with the assessment of prevention practice needs and recommend viable options for enhancement to prevention.
7. Perform technical assistance for integration of best practice approaches with community service partners for sustainability and enhancement.
8. Facilitate a working knowledge of prevention concepts of sustainability, capacity and evidenced based approaches to prevention service delivery.
9. Perform technical assistance and training to community stakeholders.
10. Demonstrate and provide strategies to build "relational capacity" in community prevention systems for strong collaborative endeavors.
11. Train and implement national best practice methodologies for Substance Abuse Prevention.
12. Facilitate education modalities on key prevention concepts.
13. Provide support and enhanced knowledge for an organization to facilitate culturally competent practice and organizational change.
14. Assess infrastructure goals and needs as they relate to community mobilization and organizational development.
15. Document and demonstrate the ability to measure and evaluate success factors in prevention systems development.
16. Attend key national trainings and develop a model for "Transfer of Learning" goals and objectives to state and community partners. (i.e. CADCA-Coalition Institute, Search Institute).
17. Travel extensively in state to visit provider site, establish networks and liaison relationships with community stakeholders.
18. Travel out of state to training and technical assistance forums to acquire knowledge on Prevention Services and Coalition Development.
19. Be available for coalition meetings, coalition business and other requests of the Office of Prevention.
20. Maintain professional integrity, honesty and professionalism with community providers, state partners and national representatives.

In the event it becomes necessary to revise any portion of the RFP, DMH will post these changes on its web site: [www.mh.alabama.gov](http://www.mh.alabama.gov).

This announcement does not commit DMH to award a contract or pay any costs incurred in the preparation of proposals. DMH reserves the right to accept or reject, in whole or in part all proposals submitted, and/or to cancel this announcement. The contract award(s) shall be based upon the proposal(s) most advantageous to DMH.

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## PROPOSAL CONTENT

### **Instructions must be followed or responses will not be graded.**

Each proposal is to contain specific responses to each of the following requests and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible. Submit the response to each item on a separate page with the item reproduced at the top of the first page of the response.

1. Submit a cover letter summarizing your proposal. Limit the cover letter to no more than one page.
2. Attach contact information regarding the respondent including legal name, correct address, telephone and fax number (if applicable).
  - Include previous experience.
  - Include knowledge of requested services and/or any special training.
  - Include any information pertaining to the respondent's abilities to provide the scope of work for this RFP.
3. Attach an **hourly rate** for budget.
4. Clearly mark the outside of the envelope **Prevention Consultant**.
5. Submit one (1) original and two (2) copies.
6. All pages should be numbered consecutively beginning with **number 1** after the cover letter.

One original and **two copies** of your entire proposal must be received at the following address no later than **4:00 pm** on **Friday, February 27, 2015.** **Review Mailing Note.**

AL Dept. of Mental Health  
**Attn:** Office of Contracts & Purchasing  
RSA Union Building  
100 North Union Street, Suite 570  
Montgomery, AL 36104

Proposal envelopes must be clearly marked **Prevention Consultant**. All proposals received after the deadline will be returned unopened.

The DMH assumes no responsibility for expenses incurred in the preparation of the proposal. The DMH reserves the right to reject any and all proposals. Additionally, the DMH reserves the right to waive irregularities in any proposals and request clarification of any information, and negotiate with the individuals submitting the best proposal to secure more favorable conditions.

### **Evaluation Process**

A review committee will examine each eligible proposal submitted. The DMH may elect to conduct interviews with finalists. DMH expects a final selection on or around May 1, 2015.

## **Selection Criteria**

Selection shall be based on factors to be developed by the procuring state entity, which may include among others, the following:

1. Specialized expertise, capabilities, and technical competence, as demonstrated by the proposed approach and methodology to meet project requirements.
2. Resources available to perform the work, including any specialized services within the specified time limits for the project.
3. Record of past performance, quality of work, ability to meet schedules, cost control and contract administration.
4. Proposed project management techniques.
5. Ability and proven history in handling special project contracts.

## **Evaluation Criteria**

Proposals will be evaluated based on their responsiveness to the items contained in the content section of this Request for Proposal. It is expected that the review committee will rate responses according to the following ways:

1. Experience, stability and reputation -35%
2. Understanding of and responsiveness to the Request for Proposal -15%
3. Expertise and knowledge of requested services -35%
4. Budget -15%

## DATES AND DEADLINES

Item	Date	Delivery Method
RFP Release	January 27, 2015	USPS, ADMH Website, and Comptroller's Office website
Deadline to submit RFP questions and requests for clarification	February 9, 2015	Email to <a href="mailto:cedric.harrison@mh.alabama.gov">cedric.harrison@mh.alabama.gov</a>
RFP Questions Posted	February 13, 2015	ADMH website <a href="http://www.mh.alabama.gov/adcp">www.mh.alabama.gov/adcp</a>
RFP Submissions Due (1 original & 2 copies)	February 27, 2015 by 4:00 pm	USPS or FedEx or UPS
Notification of selection status	May 1, 2015 Approximately	USPS (In writing)